

Mountainair Travel Management PDF Map Commenting Process for Proposed Action

This document provides steps for the electronic submission of comments and changes to designations identified in the Proposed Action to the Mountainair Travel Management ID Team for review.

Written comments on the proposal, including names and addresses of those who comment, will be considered part of the public record on this proposed action and will be available for public inspection. Additionally, pursuant to 7 CFR 1.27(d), any person may request the agency to withhold a submission from the public record by showing how the Freedom of Information Act (FOIA) permits such confidentiality. Persons requesting such confidentiality should be aware that, under the FOIA, confidentiality may be granted in only very limited circumstances, such as to protect trade secrets. The Forest Service will inform the requester of the agency's decision regarding the request for confidentiality, and where the request is denied; the agency will return the submission and notify the requester that the comments may be resubmitted with or without name and address within seven days.

Types of Designations:

Motorized Road: motor vehicle route more than 50 inches wide

Motorized Trail: motor vehicle route 50 inches or less in width

Motorized Area: a delineated space where motorized vehicles can travel anywhere, on roads, trails, or cross-country

Dispersed Camping Corridor: an area alongside a designated road where setting up camp (for either overnight or day-use) may occur outside of a developed campground facility

Motorized Big Game Retrieval: is retrieval of a downed big game animal through the use of a motorized vehicle by an individual who has legally taken that animal up to a specified distance

Type of Vehicle can be specified (for example, a trail that is designated for use by ATVs and motorcycles only)

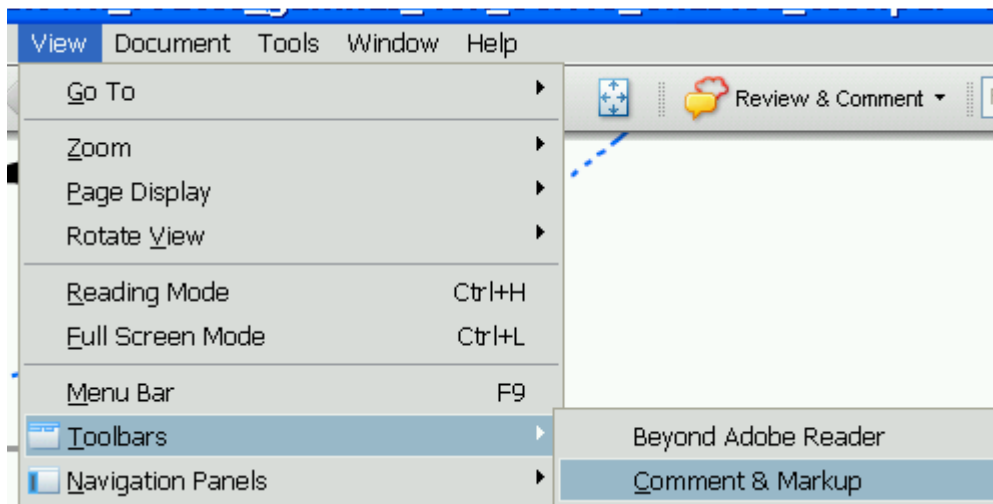
Time of Year can be specified (for example, a road could be designated between April 1 and October 31st only)

***Note:** The screen shots used in this how-to document are from Adobe Reader 8. Other versions of Adobe Reader may look different. If possible, it is recommended you download and install version 8 of Adobe Reader from http://ardownload.adobe.com/pub/adobe/reader/win/8.x/8.1.3/enu/AdbeRdr813_en_US.exe before proceeding. This commenting process has been tested and is known to work with Adobe Reader 7, 8, and 9.*

***Note:** This document assumes the user is familiar with the basic functionality of Adobe Reader and is able to pan and zoom around the map without assistance.*

- 1.** Save the "Reader enabled" PDF map(s) to your computer's hard drive.
- 2.** Open the PDF in Adobe Reader.

3. Load the Comment & Markup Toolbar by clicking on View → Toolbars from the main menu and clicking on “Comment & Markup” from the list of available toolbars (Note: The toolbar is already active if a check mark appears in front of toolbar name in the list.)

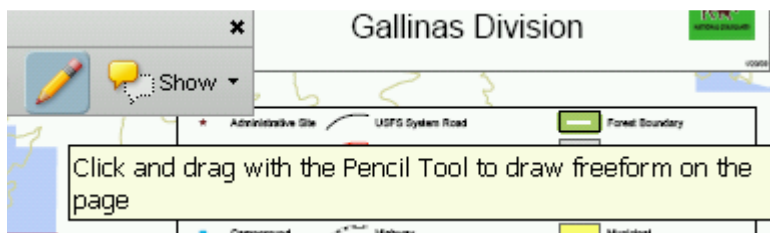


The Comment & Markup Toolbar:

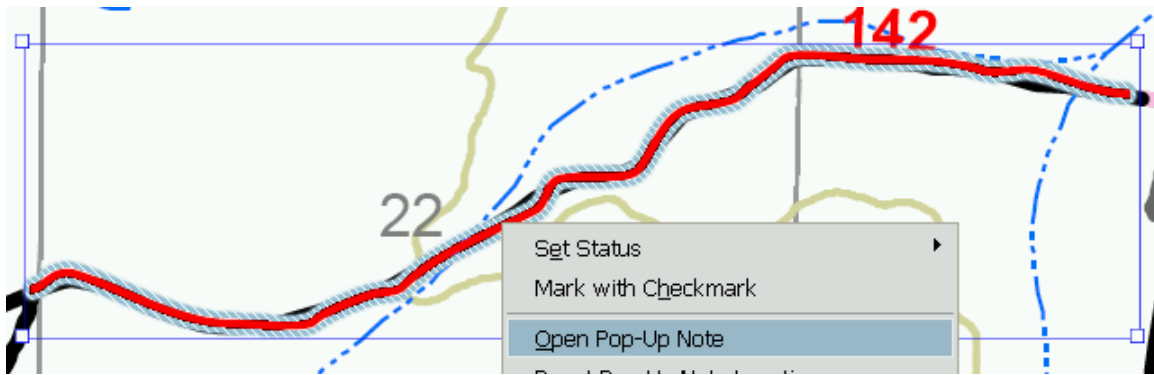


4. To identify a route, area, or dispersed camping corridor and comment on it:

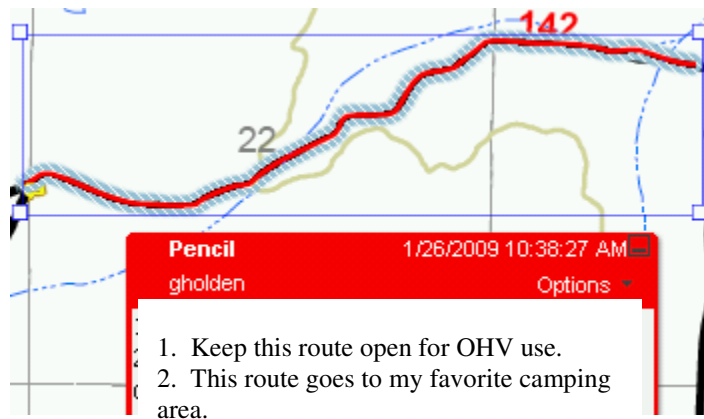
- a. Zoom in to the route or area of interest.
- b. Select the Pencil Tool from the Comment & Markup Toolbar.



- c. For routes, click on the map, and while holding down the mouse button trace along the portion of the route you wish to comment on.
- d. For new areas and dispersed camping corridors, click on the map, and while holding down the mouse button draw a circle to create the new area/corridor you wish to comment on.
- e. For dispersed camping corridors already designated in the Proposed Action, click on the map, and while holding down the mouse button draw a circle around the corridor to identify it.
- f. With the Pencil Tool still active, right-click on the line and select “Open Pop-up Note” from the menu.

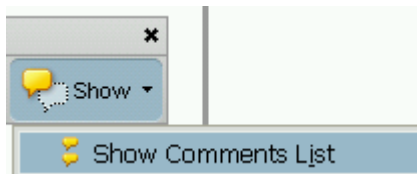


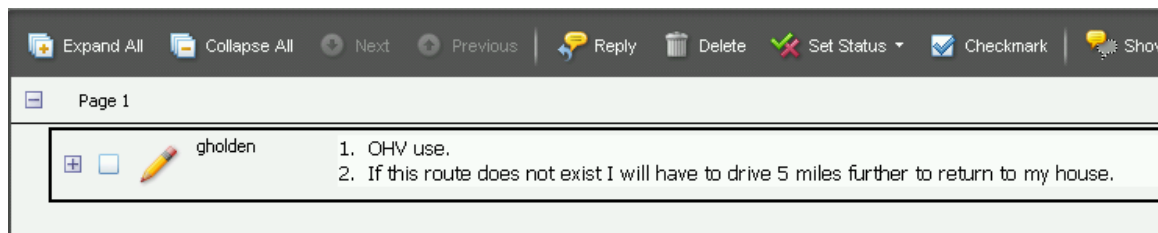
- g. Type in your comment by answering the following questions:
1. What would you change about the Proposed Action?
 2. Why would you make this change?



Note: At any time you can save your comments and markups in the PDF by going to File → Save.

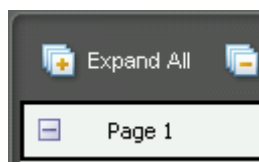
5. Export the comments to a new file for submission.
- a. Open the comments list by going to Show → Show Comments List on the Comment & Markup Toolbar. The list of comments will appear at the bottom of the map.



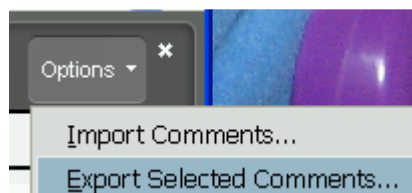


Note: At this time you can also edit your comments in the comments list. Selecting the comment in the list will highlight the markup in the map.

b. Select the header “Page 1” by left-clicking on it. A black box will appear around it.



c. At the far right, click on Options → Export Selected Comments...



In the export comments file save box, type in a filename using the following format – **UserName_MapName_yyyymmdd.fdf** where:

- **UserName** - the name of the commenter
- **MapName** - the name of the map that you are commenting on
- **yyymmdd** - today’s date written as a 4-digit year, 2-digit month, and 2-digit day
- EXAMPLE: GeoffHolden_Manzanos_20090126.fdf
- Email the .fdf file to mountainair_travel_management@fs.fed.us
- **Save a copy of the PDF with the comments embedded in it (File → Save)!!** Hold on to this file until you receive word that the .fdf file was received and the comments could be reviewed. In the event the .fdf file transfer fails, the saved PDF with the comments can be used to re-export the comments and/or the PDF itself can be sent in lieu of the .fdf file.